**Emergency Drugs Monitoring Policy**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version:** | **Review date:** | **Edited by:** | **Approved by:** | **Comments:** |
| v1 | 22/06/2020 | Sultan Mohamed | Munira Mohamed |  |
| v2 | 15/04/2021 | Sultan Mohamed | Munira Mohamed | Drug list change after risk assessment |
| v3 | 22/02/2024 | Sultan Mohamed | Munira Mohamed |  |
|  | March 2026 |  |  | Next review |
|  |  |  |  |  |

**Table of contents**

[1 Introduction 4](#_Toc494985504)

[1.1 Policy statement 4](#_Toc494985505)

[1.2 Status 4](#_Toc494985506)

[1.3 Training and support 4](#_Toc494985507)

[2 Scope 4](#_Toc494985508)

[2.1 Who it applies to 4](#_Toc494985509)

[2.2 Why and how it applies to them 4](#_Toc494985510)

[3 Policy 4](#_Toc494985511)

[3.1 Monitoring process 4](#_Toc494985512)

**3.2 Ordering process 3**

[3.3 Summary](#_Toc494985513) 4

# Introduction

## Policy statement

The purpose of this document is to detail the procedure that is in place at Sheerwater Health Centre for the effective monitoring of emergency drugs, including those drugs held in the doctors’ and emergency bags.

## Status

This document and any procedures contained within it are non-contractual and may be modified or withdrawn at any time. For the avoidance of doubt, it does not form part of your contract of employment.

## Training and support

The practice will provide guidance and support to help those to whom it applies understand their rights and responsibilities under this policy. Additional support will be provided to managers and supervisors to enable them to deal more effectively with matters arising from this policy.

# Scope

## Who it applies to

This document applies to all employees of the practice and other individuals performing functions in relation to the practice, such as agency workers, locums and contractors.

Why and how it applies to them

This document details the drugs held within the practice and the emergency and doctors’ bags. Effective monitoring will ensure that patient safety is not compromised in the event of a medical emergency.

The practice aims to design and implement policies and procedures that meet the diverse needs of our service and workforce, ensuring that none are placed at a disadvantage over others, in accordance with the Equality Act 2010. Consideration has been given to the impact this policy might have in regard to the individual protected characteristics of those to whom it applies.

# Policy

## Monitoring process

The emergency drugs are held at the treatment room at Sheerwater Health Centre, the monitoring of which is the responsibility of the practice nurse, who will ensure the following:

* Emergency drugs are checked weekly
* Checks are undertaken on Monday of each week

In the absence of the Practice Nurse, the Health Care Assistant is the nominated deputy and they will assume responsibility for checking the emergency drugs.

Checks are recorded as shown below\*:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Drug/strength | Quantity | Expiry date | Date checked | Signature |
| Adrenaline (inj) |  |  |  |  |
| Benzylpenicillin (inj) |  |  |  |  |
| Chlorphenamine (inj) |  |  |  |  |
| Glucagel |  |  |  |  |
| Hydrocortisone (inj) |  |  |  |  |
| Salbutamol |  |  |  |  |
| Jext 150 |  |  |  |  |
| Jext 300 |  |  |  |  |
| Water for injection |  |  |  |  |
| Ventolin nebules 5mg |  |  |  |  |
| Stemetil 12.5mg (inj) |  |  |  |  |
| GTN spray |  |  |  |  |
| Aspirin |  |  |  |  |
| Diazepam (rectal tubes) |  |  |  |  |

## Ordering process

When emergency drugs have been used or are approaching their expiry date, replacements must be ordered. The Practice Nurse will provide detailed information to the Practice Manager, who is responsible for ordering the drugs from normal supplier(s).

## Summary

Emergency drugs may prove vital to preserving life when dealing with a medical emergency, be it on-site or when visiting a patient. The monitoring process is robust and ensures that the clinician is able to offer the highest level of support to the patient in an emergency situation.